



CDBG Application for City Project

Applicant Information

Project Title: Cephas House - Final Phase

Sponsoring Department: Community Services – Parks & Recreation Department

Contact Name: William Ford

Title: Assistant Director, Parks and Recreation Department

Telephone: 512.393.8400 Fax No: 512.353.7273

Project Summary Information

Amount of CDBG Funds Requested: \$155,000

Amount of Funds from other sources that are Now Available that will be used in this project: \$0

Amount of funds from other sources that will be available at the project start date, if different: \$0

Project Location (address, or other description) 217 West MLK Drive, San Marcos, TX 78666

Priority Need (check one)

☒ Public Facilities/Infrastructure/Improvements

☐ Housing

☐ Clearance Activities

Project Timetable

Projected start date: January 2012

Will your project be completed (all CDBG funds expended) by July 2012? Yes ☒ No

If "No", when? October 2012

Estimated time needed to complete the project (or this phase of the project): 6-8 months

Will the project be completed in Phases? Yes ☒ No

If yes, please describe:

Project Summary Narrative:

Please describe the proposed project. Your narrative should explain or describe:

- (a) the nature of the project and what need the project will satisfy;
- (b) whether the project is ready to go to bid (specs and/or project design work complete);
- (c) the area that will be served by the project;
- (d) what City resources will be used in the project (equipment, funds, employees);
- (e) targeted beneficiaries (for example, elderly residents, people with a disability, etc)

- (a) The nature of the project and what need the project will satisfy;

Purchased in 2002 with CDBG funds by the City, the Cephas House was originally requested to be an annex to the Calaboose African American Museum. The City has been holding public outreach meetings for the Section 106 process. There has been interest from a diverse group of community members for the programming. When the outreach meetings are complete, a summary will be given to city council. City council will determine the best use of the facility. Due to the rapid deterioration of the building, the funding for this project is urgently needed.

- (b) Whether the project is ready to go to bid (specs and/or project design work complete);

All specs and design work will be complete by June 1, 2011.

- (c) The area that will be served by the project;

The surrounding Dunbar Neighborhood is an area of high concentrations of low-to-moderate income families established by Yr 2000 and Yr 2010 Census tract information. The whole City is identified as low-to-moderate income and will be served by the facility as a cultural arts center.

- (d) What City resources will be used in the project (equipment, funds, employees);

Construction and installation will be contracted as per City of San Marcos and HUD purchasing requirements. The City staff will provide in-kind services for planning and construction oversight and supervision.

- (e) targeted beneficiaries (for example, elderly residents, people with a disability, etc)

The Cephas House project will be located at the entrance of the low-to-moderate income, Dunbar Neighborhood, in census tracts 101 and 105 with an estimated population of 1908 persons. Beneficiaries will be low-to-moderate income families who will have access to information about a historical person in the African American community and utilize a cultural arts center.

Project Scope:

Check all items that apply and provide a description of what will be involved under each category

X Professional Services

☐ Property Acquisition

X Construction Activities

☐ Purchase of Materials (for example, playground equipment)

☐ Demolition/Clearance

☐ Other _____

Performance Measurements

Please make suggestions on how we can measure the impact of our project?

Quantitative Objectives for this Project: *(For example, 1000 linear feet of sidewalk)*

Renovation of the interior of the Cephas House to provide space for historic displays of Ulysses Cephas and a cultural arts program. Plans and specification are being developed by Donna Carter & Associates. See attached preliminary plan for interior design.

Qualitative Objectives for this Project: *(Other than by numerical statistics, how can the success of this program be measured? For example, the removal of barriers for a sidewalk project or increased code compliance for a rehab project.)*

The renovation of the Cephas House will accomplish the goal of the city council for community wellness through cultural arts and history. This request will complete the renovation of the Cephas House and remove blight from a low income, culturally sensitive area of the community. It will also meet the requirements of the Texas Historical commission.

Part 1

Line Item Budget Form

Guidance: Please use the following format to present your proposed line item budget. In Column A, list the items for which you anticipate the need for CDBG funds. In Column B provide the calculation explaining how you arrived at the estimated cost of the line item. In Column C provide the projected request for CDBG funds. Following the Line Item Budget, please complete the Supplemental Budget Form – Use of Other Resources.

NOTE: Funds and costs, as outlined on the *Sources and Uses of Funds* form, may **not** be spent or incurred prior to a contract award date (usually October 1st) from the CDBG Program.

Budget Item	Calculation	CDBG Request	Secured Funds from Other Sources (not-in kind match)
Program/Project Administration Provide Detail of Activities Funded	Provide description of how you arrived at the total for each line item.		
None			
TOTAL ADMINISTRATION			
Program/Project Delivery & Construction Activities	Provide description of how you arrived at the total for each line item.		
Acquisition of Real Property			
Appraisal Costs			
Professional Services			
Architectural	Contract with architect	\$17,200	
Engineering			
Surveying			

Purchase of Materials			
Permits and Fees			
Demolition			
Dumpsters/Portable Toilets			
Rehabilitation Hard Costs			
Environmental Testing			
Infrastructure Construction Hard Costs			
Facility Construction Hard Costs – renovation of the interior of a historic house	Specs provided by architect	\$137,800	-0-
Total		\$155,000	-0-
BUDGET TOTAL		\$155,000	-0-

Part 2

Leveraging

- Has your organization actively solicited funds from our sources (besides the City of San Marcos) to fund this project?

Type (Grants, Foundations, Private Donations, etc.)	Source	Dollars Requested	Dollars Awarded	Purpose/Use

- Fundraising Efforts – What fundraising activities/events has your Agency held to support this project?

Type of Event	Date	Dollars Sought	Dollars Raised	Purpose/Use

- Describe your proposed use of donated goods and services. Estimate the value of these services and describe how you arrive at these amounts.

Although programming for the structure has not been determined, we would like to note that Texas State University has suggested an artist-in-residence program with an emphasis on music lessons for children. The City will conduct an outreach effort thru focus groups and public hearing to get public input on the programming to be provided. The ultimate decision will be determined by the City Council.

3. Please provide an explanation for any unusual budget expenditures listed in the line item budget in Part 1.

None

Project Implementation Schedule And Performance Measurement Goals

Performance measurement is an effective management technique that enables those who receive grant funds (subrecipients) and the City to analyze the benefits of their investments. It is a mechanism that tracks the progression of projects and evaluates their overall effectiveness and success in meeting project goals. **One of the most important overall goals in planning a CDBG project is the completion of the project in a timely manner.**

The City is monitored by HUD to ensure that the grant program has benefited low-to-moderate-income families; one success measurement that the City must meet is expending its program funds in a timely manner. The City must take into account the project schedules for each program that is funded to ensure that the overall CDBG program will comply with its federally mandated timeliness ratio.

Thus, it is critical that each applicant accurately forecasts the time that will be involved in completing each step of a proposed project. This document will be incorporated into the Subrecipient Agreement for funded projects. Please use the following format to outline the projected Implementation Schedule for your project.

Funds awarded for the 2011 program year become available on or after October 1, 2011. Reimbursements can be made for charges incurred on or after October 1, 2011. **No reimbursement will be possible for goods purchased or contracts executed prior to that date.**

Projected Implementation Schedule with Performance Goals			
Projected Start Date:		Projected Completion Date:	
Activity Description	Start Month/Year	End Month/Year	Performance Measurement Goal
<i>Example: Select Contractor</i>	<i>October 2011</i>	<i>November 2011</i>	<i>Contract executed</i>
Bids for Construction	January 2012	January 2012	Select contractor
Construction period begins	January 2012	July 2012	Execute construction contract
Construction period begins	January 2012	October 2012	Construction milestones met
Completion of punch list items	July 2012	October 2012	Project accepted as complete

**CERTIFICATION REGARDING LOBBYING FOR
CONTRACTS, GRANTS, LOANS,
AND COOPERATIVE AGREEMENTS**

I certify, to the best of my knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard form - "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

GENERAL CERTIFICATIONS

This project will minimize displacement of persons as a result of activities assisted with CDBG funds. In the event that displacement of residential dwellings will occur in connection with a project assisted with CDBG funds, the City will create and follow a residential anti-displacement and relocation assistance plan

The program will be conducted and administered in conformity with the Civil Rights Act of 1964 (42 U.S.C. Sec. 2000a *et seq.*) and the Fair Housing Act (42 U.S.C. Sec. 3901 *et seq.*), and that it will affirmatively further fair housing, as specified by TCDP.

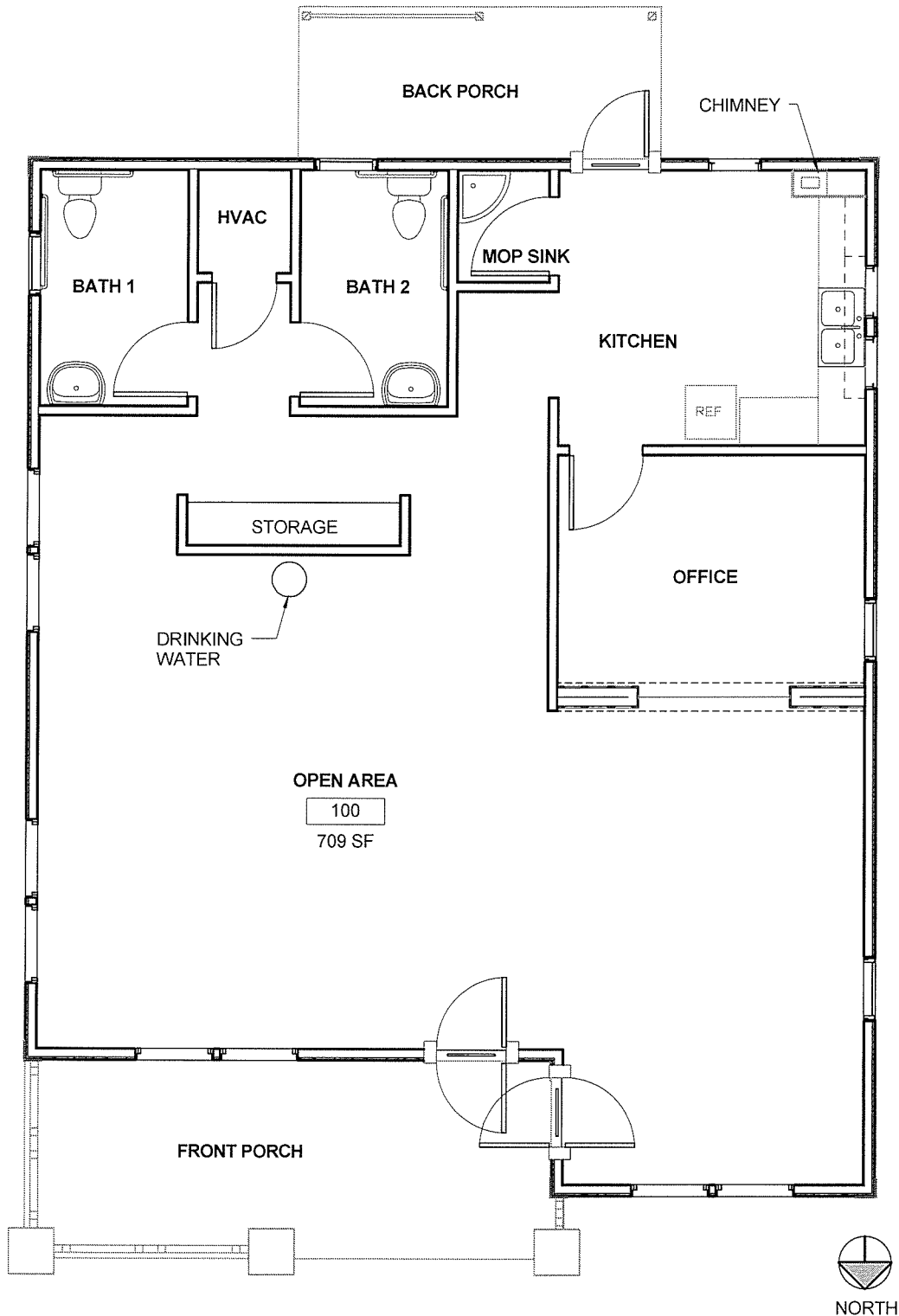
I certify that to the best of my knowledge and belief that the certifications, information, exhibits, and schedules contained in this application are true and accurate statements.

William Ford
Signature

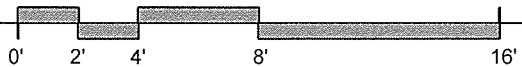
Date Signed: Tuesday, March 22, 2011

Printed Name: William Ford

Title: Assistant Director, Parks and Recreation Department



① FLOOR PLAN SKETCH
1/4" = 1'-0"



ISSUE DATE: 30 JUNE 2010			CEPHAS HOUSE 217 MARTIN LUTHER KING DR. SAN MARCOS, TX		CARTER • DESIGN ASSOCIATES 817 WEST ELEVENTH STREET AUSTIN TEXAS 78701 (512) 476-1812 ARCHITECTURE PLANNING PRESERVATION		PRELIMINARY NOT FOR CONSTRUCTION THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF REVIEW ONLY. IT IS NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN PERMISSION OF CARTER • DESIGN ASSOCIATES			
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